Standard Operating Procedures (SOPs) for Formation and Registration of Theme-Based Student Societies at COMSATS University Islamabad, Islamabad Campus

3. Steps for Developing and Registering a Society

Step 1: Proposal Submission

1. Interested faculty member/s must draft and submit to the in-charge student affairs a detailed proposal for the society, including:
    - o Society name.
    - o Theme or purpose (e.g., arts, technology, literature, entrepreneurship, etc.).
    - o Vision, mission, and objectives.
    - o List of initial members (minimum 10 students).
    - o Proposed activities for the first year (e.g., events, workshops, competitions).

Step 2: Approval of Faculty Advisor

1. The advisor should be a full-time faculty member/s with relevant expertise or interest in the society's theme.
2. Obtain the faculty advisor's written consent and attach it to the proposal.
3. The Student Affairs Office will review and confirm the faculty advisor.

Step 3: Selection of Student President/Office Bearers

1. The nominated faculty advisor must nominate at least 3 senior students (3rd year or above) as the president of the society.
2. Criteria for the president:
    - o Good academic standing (minimum CGPA 3.0).
    - o Proven leadership qualities.
    - o Active participation in extracurricular activities.
3. Submit the president's profile (resume, academic record, and leadership achievements) with the proposal.
4. Approval committee will review and confirm the student president eligibility after the interview.
5. Society's body must hold the following office Bearers under president:
    - o Vice President
    - o General Secretary
    - o Director Finance
    - o Director Human Resource
    - o Director Media
    - o Director Marketing
    - o Director Operations

Step 4: Review and Approval Committee

1. The proposals for society's registration will be reviewed and approved by CUI Societies Regulatory Committee which is comprised as:
    - o Convener   (OG-III or above)
    - o Two Faculty Members   (OG-I or above)
    - o In-charge Student Affairs   (Secretary)

2. TORs: The committee will evaluate the proposal based on:
    - o Feasibility and relevance of the theme.

- o   Contribution to student life and the university community.
- o   Advisor and president qualifications.
3. Approved proposals will proceed to the registration phase.

Step 5: Registration
1. The Student Affairs Office will issue a **Certificate of Registration** for the society, valid for one academic year.
2. A unique society ID and email address will be assigned.

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4. Roles and Responsibilities

Faculty Advisor
1. Responsible for guidance on planning and executing activities.
2. Ensure alignment with university policies and values.
3. Attend key society events and meetings.

Student President
1. Lead the society and oversee all activities.
2. Act as the primary liaison between the society, faculty advisor, and Student Affairs Office.
3. Submit event progress reports and an annual performance review.
4. Pre and post event media coverage will be submitted to PRO/In-charge students affairs for only to be published on CUI official pages.

Student Affairs Office
1. Manage the societies registration process.
2. Provide administrative support and oversight.
3. Conduct periodic evaluations of society activities.

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5. Termination of Registration

A society's registration may be revoked if:
1. It violates university policies.
2. It fails to meet the annual performance criteria.
3. The faculty advisor or president resigns without a replacement.

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6. Review and Updates

These SOPs will be reviewed annually by the Campus Societies Regulatory Committee (CSRC) to ensure effectiveness and compliance with university goals.